



Last Revised: September 2013

Replaces: May 2013

Job Title:	<b>Training Instructor</b>
Job Description Number:	<b>1907</b>
Department/Division:	<b>Fire/Services</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>F6</b>
Immediate Supervisor:	<b>Chief of Training</b>
Normal Work Schedule:	<b>Mon-Fri, 8 hours/day</b>

### **Brief Description of the Job:**

Coordinate, implement, and administer Fire Department training activities as directed by the Chief of Training. Research training programs, conduct classroom and practical training exercises, develop new training curriculum, research new technology in tools, conduct cognitive and practical skills testing, train new recruits on all state and federal regulations, initial pumper acceptance testing , serve on committees and task groups as assigned, provide on-call administrative/management cold zone support for major incidents, , assist in distributing monthly supplies to Fire Suppression , and assume duties of the Chief of Training if needed.

### **Essential Functions:**

**Instructor (80 %):** In accordance with department policies, Rules and Regulations, subject to direction by the Chief of Training, but with reasonable latitude in carrying out the training program, outlining the training programs, preparing materials and developing methods of implementation, supervising trainees, instructing in basic, in-service and officer training programs, preparing schedules for participating personnel, making arrangements for necessary firefighting equipment, orientating personnel who are assisting in conducting a training program, observing and evaluating performance of trainees in the proper application of firefighting techniques, presenting information in the classroom.

**Operational Currency (15%):** With approval of the Chief of Training, evaluate new equipment, review, revise and update training reference through the application of current industry standards and best practices, participate in meetings to provide information, assistance and participation in the instruction of new and regular drivers of apparatus, functions as an aid to commanding officer at a fire alarm or other emergency, plans and performs related duties as assigned.

**Records Management (5%):** Maintain training and equipment maintenance records for regulatory compliancy.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.

**Physical Demands:** Continuously requires vision, hearing, and talking. Frequently requires standing, fine dexterity, walking, lifting, carrying, sitting, reaching, pushing/pulling, climbing, foot controls, balancing, bending, crouching, and twisting. Occasionally requires handling, kneeling, and crawling.

**Machines, Tools, Equipment, and Work Aids:** Non-CDL vehicles, firefighting PPE, hand tools, power tools, ladders, hose, repair tools, SCBA, books, first responder medical equipment, and fire hose.

**Computer Equipment and Software:** Desktop computer and laptop, PowerPoint projector, calculator, overhead projector, DVD player, and VCR.

### **Working Conditions**

**Overall Working Conditions:** Satisfactory: Occasional exposure to unpleasant environmental conditions and/or hazards.

**Environmental Factors:** Monthly exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards.

**Health and Safety:** Occasional exposure to mechanical hazards, electrical hazards, fire hazards, communicable diseases, and physical danger or abuse. Rare exposure to chemical hazards and explosives.

**Primary Work Location:** Office Environment, Non-CDL Vehicles, and Outdoors (Training Facilities, Fire Stations, and Classrooms).

**Protective Equipment Required:** Safety shoes, turn out coat and pants, helmet, boots, firefighting PPE, SCBA, gloves, and eye protection.

### **Non-Physical Demands**

Frequently requires time pressures, frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and noisy/distracting environment. Occasionally requires emergency situations and tedious or exacting work. Rarely requires irregular schedule/overtime.

### **Job Requirements**

**Formal Education:** Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, and technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.

**Experience:** Over two years' experience or higher as a Fire Fighter III.

**Driver's License Required:** Class D CDL South Carolina license. CDL preferred

**Certifications and Other Requirements:** CPR Instructor. South Carolina Fire Instructor. EMT Instructor Coordinator is desirable. Annual Fire Brigade Clearance. Annual Respiratory Clearance.

## **Job Demands**

**Reading:** Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact on the organization. External contacts include other Regional and National Fire Service Instructors/Managers. Internal contacts include local Departmental Managers.

**Management and Supervision:** Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Complex scope of supervision. This position is responsible for supervising the positions of all Fire Suppression Personnel.

**Technical Skill:** Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

## **Freedom to Act and Impact of Action**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

## **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.